

Parent/Guardian Pledge Form



31 South Penn Street ♦ PO Box 328 ♦ Allentown, PA 18105
Administration Center ♦ Phone: 484-765-4000 ♦ Fax: 484-765-4140

School

Homeroom/Teacher

I have received a copy of the Allentown School District official 2018-2019 Parent and Student District Handbook and have reviewed it with my son/daughter.

I will maintain up-to-date home, work, and emergency numbers/contacts at the school. I will also provide photo identification when visiting an Allentown School District school.

I understand the School Uniform Policy (*Policy #221.1*) and Video/Audio Surveillance Policy (*Policy #810.2*) and the possible consequences for my child if any are used on school premises.

Name of Student

Age

Signature of Parent/Guardian

_____/_____/_____
Date

Home Address

Please note that Board of Director policies are subject to change. The most current versions can be found on the District website at www.allentownsd.org.



Superintendent and Board President Welcome



Welcome to the 2018-2019 school year in the Allentown School District. This official Parent and Student District handbook provides every student with an overview of key policies and sets the boundaries to establish a safe and inviting learning environment for all students. Each student is asked to use this guide to achieve our core values of respect, responsibility, honesty, and accountability. Parents and guardians are asked to review this booklet with their child, then sign and return the Parent/Guardian Pledge Form as acknowledgement of this review. The form can be found on page 1 of this booklet or in your school's main office.

As outlined in our Strategic Framework, it is our mission that each and every student will graduate college and career ready by having their individual needs met through active engagement in a rigorous safe and nurturing learning environment. Over the next several years the District will focus on:

1. Cultivating a culture in which students feel safe, valued and nurtured
2. Centering the District's work on personalized learning and instruction.
3. Collaborating meaningfully and deeply with families and communities.
4. Creating and expecting organizational effectiveness and accountability
5. Calibrating leadership at all levels.

This handbook explains the systematic process for consistent monitoring of behavior in the school setting. Inappropriate behavior is documented to clearly understand the root cause of the behavior and to ensure that we are providing appropriate support and/or intervention. It outlines school policies and procedures that each student needs to know to understand and adapt to while in school. Of particular interest:

1. Select Board policies are listed in alphabetical order. A complete listing of Board policies can be found on the ASD website at www.allentownsd.org or you can request a printed copy of any policy from your school office.
2. Responsibilities of students, parents/guardians, faculty/staff and administrators.
3. An outline of the consequences for the four Levels of Student Handbook infractions:
 - Level I: Teacher-Enforced Consequences / Classroom Disruption
 - Level II: Administrator-Enforced Consequences / Minor Offenses
 - Level III: Administrative Team-Enforced Consequences / Major School Offenses
 - Level IV: Administrative Team-Enforced Consequences / Expellable Offenses
4. An outline of the ASD School Uniform Guidelines.
5. A form to report unlawful or sexual harassment issues.

The success of our student's rests on a shared vision between ASD and our community. It is our hope that you share in our excitement as we work together on behalf of our students, staff and community members. I look forward to an exciting school year,

Thomas Parker
Superintendent

Charles F. Thiel
ASD Board of School Directors President

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Mission, Vision, Board of School Directors, Meetings, Non-Discrimination Policy

Mission

Each and every student will graduate college and career ready by having their individual needs met through active engagement in a rigorous, safe and nurturing learning environment.

Vision

Each and every student, with the active support of the entire community, will graduate ready to thrive in a diverse and complex world.

Board of School Directors

Charles F. Thiel, *President*
Ce-Ce Gerlach, *Vice President*
Sara Jane Brace
Phoebe Harris
Elizabeth Martinez

Audrey Mathison
Robert E. Smith, Jr.
Lisa Conover
Cheryl Johnson Watts

School Board Meetings

The monthly School Board meetings for the Allentown School District Board of Directors are generally held on the fourth Thursday of each month at 7:00 p.m. in the Board Meeting Room of the Allentown School District Administration Center, 31 South Penn Street, Allentown.

Non-Discrimination Policy

The Allentown School District is an equal rights and equal opportunity agency. The District provides all persons equal access, regardless of race, color, age, creed, religion, gender, sexual orientation, transgender identity, ancestry, national origin, citizenship, marital status, pregnancy or disability. The Allentown School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The District shall make reasonable accommodations for those with physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations. For information about the policy, please contact the Executive Director of Human Resources, ASD Administration Center, 31 South Penn Street, PO Box 328, Allentown, PA 18105 or by calling 484-765-4129.

2018-2019 School Start/End Schedules

	Elementary Schools	Middle Schools	High School Start "A"	High School Start "B"	B21 Allentown
Teacher Start	8:00 a.m.	7:15 a.m.	7:13 a.m.	7:13 a.m.	8:15 a.m.
Student Start	8:45 a.m.	8:00 a.m.	7:20 a.m.	8:10 a.m.	8:30 a.m.
Student End	3:15 p.m.	2:35 p.m.	1:50 p.m.	2:40 p.m.	3:30 p.m.
Teacher End	3:30 p.m.	2:45 p.m.	2:43 p.m.	2:43 p.m.	3:40 p.m.

Regular School Attendance – It's the Law

If your child is attending school regularly, thank you.

If your child is absent from school:

- You **MUST** notify the school by telephone, each day your child is absent.
- You **MUST** submit a written excuse with the reason for the absence within three (3) days of your child's return to school.

If you do not notify your school of the absence:

- Your child will be marked illegally absent.

After three (3) illegal absences, there may be consequences that are as severe as:

- Arrest, fines and/or incarceration.
- Referral to the Office of Children and Youth Services.
- Sanctions by the Lehigh County Assistance Office.
- Unexcused late to school is considered an infraction under the Student Handbook.

If you need help, please contact your child's school.

* Applies to Kindergarten as well.

Kindergarten Requirements

Children five (5) years old on or before September 1, and who live within the Allentown School District, should register for Kindergarten before the first day of school. Ask at your neighborhood school when pre-registration is scheduled.

The following is required at registration:

- Proof of Immunization: shot records.
- Proof of Birth: birth certificate, baptismal certificate, passport, green card, hospital birth record, notarized statement with birth date.
- Proof of Residence: lease, utility bill or service agreement for gas/oil, electric, phone, cable TV or notarized statement from parents with current address.
- Children are required to be present at registration with a parent or legal guardian.

Once your child attends Kindergarten, he/she is subject to the same attendance/truancy guidelines as every ASD student.

Child Nutrition Services, Emergency Notification

Child Nutrition Services

Child Nutrition Services understands that good nutrition is essential to a student's health and development. We encourage our students to eat nutritious school meals in an effort to enable each student to concentrate and learn.

School Meals

Breakfast and lunch are served at no cost to all students regardless of income.

The Allentown School District falls under the Community Eligibility Provision (CEP) – a provision from the Healthy, Hunger-Free Kids Act of 2010 that allows schools and local educational agencies (LEAs) with high poverty rates to provide free breakfast and lunch to all students. CEP eliminates the burden of collecting household applications to determine eligibility for school meals.

Menus and Nutritional Information

Child Nutrition Services monthly menus and menu nutritional analysis can be found on the ASD and each individual school's website by clicking the menu tab or by going directly to: www.allentownsd.org/content/school-menus.

Notification of an Emergency at School

The Allentown School District will ensure that information about **emergency closings or operations** in the District or at a school building will be **available through the local media (TV, radio, etc.), on the school website and through School Messenger (automated phone messaging system)**. School staff receive Emergency Operating Procedures training and work together with local law enforcement, emergency management services and public health agencies to provide a safe learning environment for our school community. Any district message would be posted on the website following the call. For more information on school emergency operations, please request a copy of the "Family Guide to School Emergencies" brochure at your child's school or check on www.allentownsd.org.

Key Contacts: Allentown School District

ASD Administration Center
31 S. Penn St., P.O. Box 328, 18105
484-765-4000

ASD Schools

Newcomer Academy

2020 E. Pennsylvania St., 18109
484-765-5680

William Allen HS, 106 N. 17th St., 18104

484-765-5000
Athletic Office: 484-765-5250

Louis E. Dieruff HS, 815 N. Irving St., 18109

484-765-5500
Athletic Office: 484-765-5650

Building 21 Allentown HS,

265 Lehigh St., 18102
484-765-4400

ASD Virtual Academy

Office: 31 S. Penn Street, 18102
484-765-4101

Harrison-Morton MS, 137 N. 2nd St., 18101

484-765-5700

Raub MS, 102 S. St. Cloud St., 18104

484-765-5300

South Mountain MS, 709 W Emaus Ave., 18103

484-765-4300

Trexler MS, 851 N. 15th St., 18102

484-765-4600

Central ES, 829 Turner St., 18102

484-765-4800

Cleveland ES, 424-430 N. 9th St., 18102

484-765-4820

Dodd ES, 1944 S. Church St., 18103

484-765-4500

Jefferson ES, 750 St. John St., 18103

484-765-4420

K-6 Newcomer Academy, 1402 Walnut St 18103

484-765-4420

Lehigh Parkway ES

1708-1720 Coronado St., 18103
484-765-4440

Luis A. Ramos ES, 1430 W. Allen St., 18102

484-765-4840

McKinley ES, 1124 Turner St., 18102

484-765-5460

Mosser ES, 129 S. Dauphin St., 18109

484-765-5880

Muhlenberg ES, 740 N. 21st St., 18104

484-765-4860

Ritter ES, 740 N. Plymouth St., 18109

484-765-5660

Roosevelt ES, 210 W. Susquehanna St., 18103

484-765-4460

Sheridan ES, 521 N. 2nd St., 18102

484-765-4880

Union Terrace ES, 1939 Union St., 18104

484-765-5480

Washington ES, 837 N. 9th St., 18102

484-765-4940

Jackson ECC, 517 N. 15th St., 18102

484-765-4701

Alternative Education

MS/HS AEDY Program at William Penn Building

401 Allen St., 18102
484-765-4531

Key Contacts: Healthcare & Community Services

Family/School Connection

Parent Liaisons work with any family, parent/guardian, or student to help navigate the educational system. Parent Liaisons can be reached at:

District Facilitator: 484-765-4079
William Allen: 484-765-5244
Louis E. Dieruff: 484-765-5654
Harrison-Morton, Sheridan, Mosser, Ritter:
484-765-5726
Raub, McKinley, Union Terrace, Central:
484-765-5313
Trexler, Washington, Ramos, Jackson, Muhlenberg: 484-765-4733
South Mountain, Roosevelt, Dodd: 484-765-4322
Jefferson, Lehigh Parkway: 484-765-4437

Community School Leaders (CSL) provide support to our families in 6 schools:

Central CSL: 484-765-5958
Cleveland CSL: 484-765-4820
McKinley CSL: 484-765-5469
Raub CSL: 488-765-5379
Roosevelt CSL: 484-765-4468
South Mountain CSL: 484-765-4309

St. Luke's University Health Network

Cleveland ES: 484-765-4822
McKinley ES: 484-765-5462
Ramos ES: 484-765-4842
Ritter ES: 484-765-5662
Union Terrace ES: 484-765-5482
Harrison-Morton MS: 484-765-5702
Raub MS: 484-765-5302
Trexler MS: 484-765-4602
Louis E. Dieruff HS: 484-765-5502
Newcomer Academy: 484-765-5682
William Penn Building: 484-765-4551

Appointments scheduled with school nurse.

Community Services

Alcoholics Anonymous.....610-882-0558
Allentown Communications Center
(non-emergency)..... 610-437-7751
Allentown Fire Department (emergency).....911
Allentown Police Department (emergency).....911
Allentown YMCA & YWCA..... 610-434-9333
Ambulance (emergency) 911
Anti Drugs & Alcohol Crusaders After-School Safe Haven Programs
8215-748-8727

ASD Director, Community & Student Services
.....484-765-4073
Caring Place Youth Development Center, The
..... 610-433-5683
Childline & Abuse Registry. 800-932-0313
Children & Youth Services. 610-782-3064
Community Services for Children. . 610-437-6000
Crime Victims Council of the Lehigh Valley
Business..... 610-437-6610
24-Hour Hot Line.....610-437-6611
Domestic Abuse Counseling Center
.....412-678-1055
Family Behavioral Resources.....724-850-8118
Learning Disabilities Association.....888-300-6710
Lehigh Valley Hospital.....610-402-8000
National Center for Missing &
Exploited Children..... 800-843-5678
National Child Abuse Hot Line.....800-422-4453
TDD.....800-222-4453
Planned Parenthood of Northeast PA
(Allentown)..... 610-439-1033
Poison Control Center.....800-222-1222
Sacred Heart Hospital610-776-4500
St. Luke's Hospital.....610-628-8300
Turning Point of Lehigh Valley, Inc.
.....610-797-0530

Student Responsibilities

This is not a full and complete list. The complete policy on Student Rights and Responsibilities, Policy #235 can be found on the Allentown School District's website at www.allentownsd.org or a hard copy is available at each school.

Students attend school so they may develop to their fullest potential. The expectation is that every student will:

- **Be Respectful**
 - Keep hands, feet, objects and/or physical actions to self.
 - Refrain from using profanity, abusive language or actions, written or verbal.
 - Promote a climate of mutual respect and dignity by behaving respectfully towards others and property.
 - Respect for the rights of students, teachers, administrators, and all others who are involved in the educational process.
- **Be Responsible**
 - Demonstrate responsibility.
 - Attend school and all classes daily and on time.
 - Take appropriate care in the use of district facilities, books, and equipment.
 - Come to school prepared to learn.
 - Follow the school uniform policy.
 - Comply with all laws, district rules and regulations.
 - Make up all work when absent.
 - Promptly deliver all school communication to parent/guardian.
- **Be Fair**
 - Make your best effort in class and with homework.
 - Value diversity and treat all others fairly and with dignity, i.e. no bullying.
 - Respect the views and opinions of others and seek peaceful resolutions to disagreements.
 - Be a partner in your own safety; provide information relating to the health, safety or welfare of the school community, and assist school staff in operating a safe school.

Student Assistance Program

The Student Assistance Program (SAP) helps to identify students who are experiencing problems other than academic that pose a barrier to their learning and school success. They are composed of a group of specially trained school staff and community agency liaisons who work together to assist students and families by making in-school resources available and providing information about community resources. **SAP services are available for all students in every school building.** Referrals to SAP may be made by contacting the student's school counselor.

Parent/Guardian Responsibilities

Parent/Guardian Responsibilities

Attendance/Health

- **Maintain up-to-date home, work, and emergency numbers/contacts at the school.**
- Send your child to school regularly, on time, well-rested, and prepared to learn.
- Send in a signed excuse note the day child returns to school following an absence.
- Provide appropriate information, documentation on known medical problems that might affect attendance.
- Be aware of the school's Attendance Policy (#221.1) and noncompliance consequences.
- Submit an approved absence permission request form if traveling or if child is going to be absent for more than three (3) days.
- Contact the school nurse if you are unsure of your child attending due to illness.
- Bring to the attention of school authorities any problem or condition which affects your child or other children of the school community.
- Follow through with health recommendations.
- Call school office if your child's dismissal procedures change.

Student Progress/Curriculum

- Create an atmosphere that supports learning by encouraging reading activities.
- Monitor assignments, progress reports, and homework completion — this can be done easily through the Parent Portal on your school's website.
- Provide a place conducive for study and completion of homework assignments.
- Be responsible for any financial obligations incurred by the child in school.
- This responsibility includes lost books and damage to property.
- Support the rules and regulations set forth by the school and individual classroom teacher.
- Remain in contact with the school teacher concerning child's progress and conduct.
- Sign up for the Parent Portal (Sapphire) to view your child's progress. Click on the "Community Portal" button on your child's school website — located just under the school name and mascot. Click on "Community Portal" link and follow the instructions.
 - If new to the portal, fill out the application at: <http://sapphire.allentownsd.org/parentportal>.

Personal Responsibilities

- Refrain from using **profanity, abusive language or actions**, written or verbal.
- **Obey all traffic laws and regulations while on or around school property.**
- **Comply with all school guidelines for arrival and dismissal procedures.**
- Review all school communications and respond promptly.
- Become involved in the school.
- Attend school functions and conferences.
- Encourage your child to demonstrate respect for their classmates, school personnel, and school property.
- Participate in decisions relating to the education of your child.

Parent/Guardian Responsibilities Faculty/Staff Responsibilities

Parent/Guardian Responsibilities (continued)

- Review the Student Handbook as a family, especially Attendance, School Uniform Policy, Discipline, and Bullying Prevention Policies.
- Teach child respect for the law, others, and public property.
- Discuss emergency procedures with child (i.e. early dismissal due to inclement weather).

Faculty/Staff Responsibilities

- Promote a safe and orderly school environment based upon a climate of mutual respect and dignity that supports active teaching and learning.
- Promote mutual climate of respect and dignity while reinforcing resiliency.
- Promote the District's social-emotional learning programs: PATHS, Second Step, Restorative Practices and Olweus Bullying Prevention Program.
- Value diversity and treat all persons fairly.
- Attend work regularly and on time.
- Maintain honesty and integrity.
- Maintain confidentiality on all student and family matters.
- Develop cooperative relationships with parents/guardians for the educational benefit of the student.
- Model a professional and responsible manner.
- Respect and comply with the law and all persons in positions of authority.
- Develop a good working relationship with families by providing opportunities for parent participation in school functions/events.
- Communicate to students and parents about:
 - Course objectives and requirements
 - Assessment/grading procedures
 - Assignment deadlines
 - Expectations for students
 - Classroom behavior/management plan
- Teach the students to be responsible and prepared to learn.
- Be fair, firm, and consistent in implementing the Student Handbook in the school, on school transportation, on the school campus, and at all school sponsored activities.
- Set a positive example for students, parents/guardians, and community by following the District's dress code. (Administrative Employees, Policy 325 and Professional Employees, Policy 425)

Administrator Responsibilities & Positive Behavioral Support System

Administrator Responsibilities

- Promote a safe and orderly school environment based upon a climate of mutual respect and dignity that supports active teaching and learning.
- Ensure that all students and staff have the opportunity to communicate regularly with administrators.
- Promote the District's social and emotional learning programs: PATHS, Second Step, Restorative Practices and Olweus Bullying Prevention Program.
- Regularly evaluate all instructional programs and staff.
- Support the development of and student participation in appropriate extracurricular activities.
- Maintain visibility throughout the school and be accessible to the students and community.
- Develop close, cooperative relationships with parents for the educational benefit of students.
- Model respect for law and order, self-discipline and a genuine concern for all persons.
- Be fair, firm, and consistent in enforcing the Student Handbook and ensuring that all cases are resolved promptly and fairly.
- Establish necessary building security and safety protocols and procedures.
- Respond in a timely and confidential manner to all written and verbal requests.
- Regularly communicate with students, parents/guardians, and community.

School-wide Positive Behavioral Support (PBS) System

A positive behavioral support system is a set of procedures to address school-wide issues to support student success. It is a universal system for all students in the building. School-wide PBS is about improving classroom and school climate while maximizing academic achievement with these goals:

1. Establish and define clear and consistent school-wide expectations.
2. Teach the school-wide expectations to students.
3. Acknowledge students for demonstrating the expected behaviors.
4. Develop a clear and consistent consequence system to respond to behavioral violations.
5. Use data to evaluate the impact of school-wide efforts.

Level I: Teacher-Enforced Consequences Classroom Disruption

Classification of Student Misconduct

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

INFRACTION		
<p>Level I infractions include behaviors which disrupt the learning environment and occur within the classroom such as (this is not an exhaustive list):</p>		
<ul style="list-style-type: none"> • Bullying behavior • Disruptive behavior • Drinking or eating outside designated times or areas • Excessive talking • Failure to meet classroom expectations • Goofing around/ Horseplay 	<ul style="list-style-type: none"> • Hitting/Pushing/Spitting (Elementary) • Inappropriate touching • Non-permanent, minor vandalism • Not following directions • Not keeping hands and feet to self • Public displays of affection • Sexual Harassment (includes 	<ul style="list-style-type: none"> sexual language and non-aggressive sexual touch • Stealing • Tardiness to class — late arrival to any assigned place • Throwing objects • Violation of Uniform Policy
ACTIONS		
<p>1. Each classroom teacher or team of teachers will provide or involve students in the development of a Class Management Plan. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and consequences for failing to adhere to the procedures. Class Management Plans will be shared with parents.</p> <p>a. Consequences implemented by the teacher in the Class Management Plan may include but are not limited to:</p> <ul style="list-style-type: none"> • Conference with student* • Conference with parent/guardian* • Conference with counseling staff • Loss of student privileges • Student detentions* • Student behavior modification plan/log* • Modified instructional programming • Specially-designed assignments • Denial of class privileges <p>b. This Class Management Plan will be reviewed in advance and endorsed by a building administrator.</p> <p>c. All special education students who exhibit</p>	<p>behavioral problems which violate aspects of the Student Code of Conduct will have a revision of their Individualized Educational Plan (IEP) which will include a Behavior Management Plan prepared by district staff with the involvement and agreement of the parent or guardian. Special education students identified as Seriously Emotionally Disturbed must have an IEP that includes a Behavior Management Plan. This plan is developed at the initial conference and is revised as needed.</p> <p>2. Students who violate classroom regulations will first be dealt with by the classroom teacher according to the Class Management Plan or Behavioral Management Plan incorporated in their IEP.</p> <p>3. Students will be referred to an administrator when, despite efforts of the teacher to change the student's behavior, the student continues to demonstrate a pattern of misconduct, refusing or neglecting to follow the directions of the teacher.</p>	

***Infractions and consequences will be addressed and documented by the classroom teacher. All consequences must be implemented before referred to administration.**

►► PARENTS/GUARDIANS

- Speak directly with the administrator/teacher disciplining your child.
- If you still have questions, please make an appointment to speak with the principal.
- If still unsatisfied after speaking to the principal, parents should call 484-765-4073.

See website for complete policies: www.allentownsd.org

Level II: Administrator-Enforced Consequences Minor Offenses

Classification of Student Misconduct

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

INFRACTION	
<p>Level II infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school such as (this is not an exhaustive list):</p>	
<ul style="list-style-type: none"> • Academic Integrity Violation • Bullying • Certain violations of District's Computer Acceptable Use Policy (p. 25) • Cheating • Chronic lateness to class • Defiance • Drinking or eating outside designated times or areas 	<ul style="list-style-type: none"> • Excessive talking • Hitting/Horse play • Inappropriate touching/incidental contact • Improper language • Leaving classroom without permission • Loitering • Misconduct • Not following directions
<ul style="list-style-type: none"> • Possession of banned material • Repeated occurrences of Level I infractions • Sexual harassment • Threat to person or property • Unexcused class absence • Violation of Locker Policy • Violation of Uniform Policy 	
ACTIONS	
<ul style="list-style-type: none"> • Any Level I consequence • A consequence at the administrator's discretion • After-school detention • Assigning an "unsatisfactory" in citizenship • Assignment to secluded or restricted area during lunch, etc. • Behavior intervention plan/log • Change in school schedule or assignments • Conferencing • Confiscation of banned materials (hats, cell 	<p>phones, laptop computers, digital music devices such as MP3 players and other electronic devices, etc.)</p> <ul style="list-style-type: none"> • Meaningful writing assignments • Parent contact/conference • Positive practice (example: cleaning up cafeteria for misbehavior in cafeteria) • School-based time out • Withdrawal of school privileges

Misconduct which meets the definition of a Level II infraction is referred to an administrator for appropriate action within guidelines established by the building administration.

Staff reporting such infractions must complete a referral and submit it to the Building Administrator. Consequences will be assigned depending on age, disciplinary history and infraction. Consequences assigned by an administrator will be documented.

►► PARENTS/GUARDIANS

- Speak directly with the administrator/teacher disciplining your child.
- If you still have questions, please make an appointment to speak with the principal.
- If still unsatisfied after speaking to the principal, parents should call 484-765-4073.

Level III: Administrative Team-Enforced Consequences Major School Offenses

Classification of Student Misconduct

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

INFRACTION		
<p>Level III infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school such as (this is not an exhaustive list):</p>		
<ul style="list-style-type: none"> • Assault on student • Bullying • Certain violations of District's Computer Acceptable Use Policy • Defiant trespass • Disorderly conduct • Disrespect to staff • Extortion • False fire alarm/report • Fighting • Fraud/cheating/forgery 	<ul style="list-style-type: none"> • Harassment/intimidation (all other forms of harassment) • Incidental contact with staff • Indecent exposure • Insubordination (Chronic Level II) • Intimidation (racial/ethnic/sexual) • Leaving school property without permission • Repeat Level II infractions • Minor altercation 	<ul style="list-style-type: none"> • Physical / Verbal Altercations • Refusal to identify self • Sexual harassment • Theft/unlawful taking • Use of tobacco products violation (p. 33) • Vandalism/defacing • Violation of Gang Policy (p. 28)

ACTIONS	
<ul style="list-style-type: none"> • All violations of the PA Crimes Code will be reported to the police and may be reported to the Lehigh County Office of Children and Youth. • AtS: Alternative to Suspension 1-3-5-5 (school-based) • OSS: Out-of-School Suspension 1-3-5-5 • Behavior modification plan • Completion of a behavioral assessment • Level II consequences are assigned by administrator. A Level III consequence may lead to expulsion if the violation is severe. • SAP Referral 	<ul style="list-style-type: none"> • Tobacco violation will result in prosecution for a summary offense and a one-day alternative-to-suspension. • Certain infractions may be referred to the Superintendent of School for an expulsion hearing before the Board of School Directors of the Allentown School District. (IEP students will follow the MDR process).

**Level III infractions and consequences will be consistent throughout the Allentown School District.
All Level III infractions must be referred to an administrator as expediently as possible.**

**Staff reporting such infractions must complete a referral and submit it to the Building Administrator.
Consequences will be assigned depending on age, disciplinary history and infraction.
Consequences assigned by an administrator will be documented.**

►► PARENTS/GUARDIANS

- Speak directly with the administrator/teacher disciplining your child.
- If you still have questions, please make an appointment to speak with the principal.
- If still unsatisfied after speaking to the principal, parents should call 484-765-4073.

Level IV: Administrator-Enforced Consequences Expellable Offenses

Classification of Student Misconduct

In order to protect the right of all students to receive the best education possible in a safe and orderly learning environment, certain types of behavior are prohibited. Student misconduct is classified in four (4) levels based upon place of occurrence, frequency of occurrence, and disruptive effect upon the safety and orderliness of the learning environment.

INFRACTION		
<p>Level IV infractions include behaviors which represent an immediate danger to the safety and well being of the total school community such as (this is not an exhaustive list):</p>		
<ul style="list-style-type: none"> • Arson • Assault on staff (p. 30) • Assault on student (p. 30) • Alternative-to-suspension violations • Bomb threat • Habitual offender (Chronic Level III) 	<ul style="list-style-type: none"> • Possession/use/sale/distribution of a controlled substance • Repeat Level III infractions • Reckless Endangerment • Rioting • Robbery / unlawful taking • Sexual Assault • Terroristic Threat 	<ul style="list-style-type: none"> • Threat to staff • Violation of Weapons Policy • Any offense of such a serious nature, as determined by the administration, that expulsion of a student is justified
ACTIONS		
<ul style="list-style-type: none"> • OSS: Out-of-School Suspension up to ten (10) days. • Possible referral to AEDY (Alternative Education for Disruptive Use). • Students may be referred to Superintendent of School for an expulsion hearing before the Board of School Directors of the Allentown School District. (IEP students will follow the MDR process). • A Manifestation Determination Conference will be held within three (3) school days for a student with an IEP cited for a Level IV infraction. 		
<ul style="list-style-type: none"> • Suspension of Special Education Students: The District can only suspend students identified as intellectually disabled with either written agreement of the parent/guardian or the written approval of the Bureau of Special Education of the Pennsylvania Department of Education. • Suspension, Expulsion and Transfer of All Other Disabled Students: The District may suspend students with disabilities and cease educational services for up to five (5) consecutive school days or 15 cumulative school days in one school year without providing special education procedural safeguards. 		

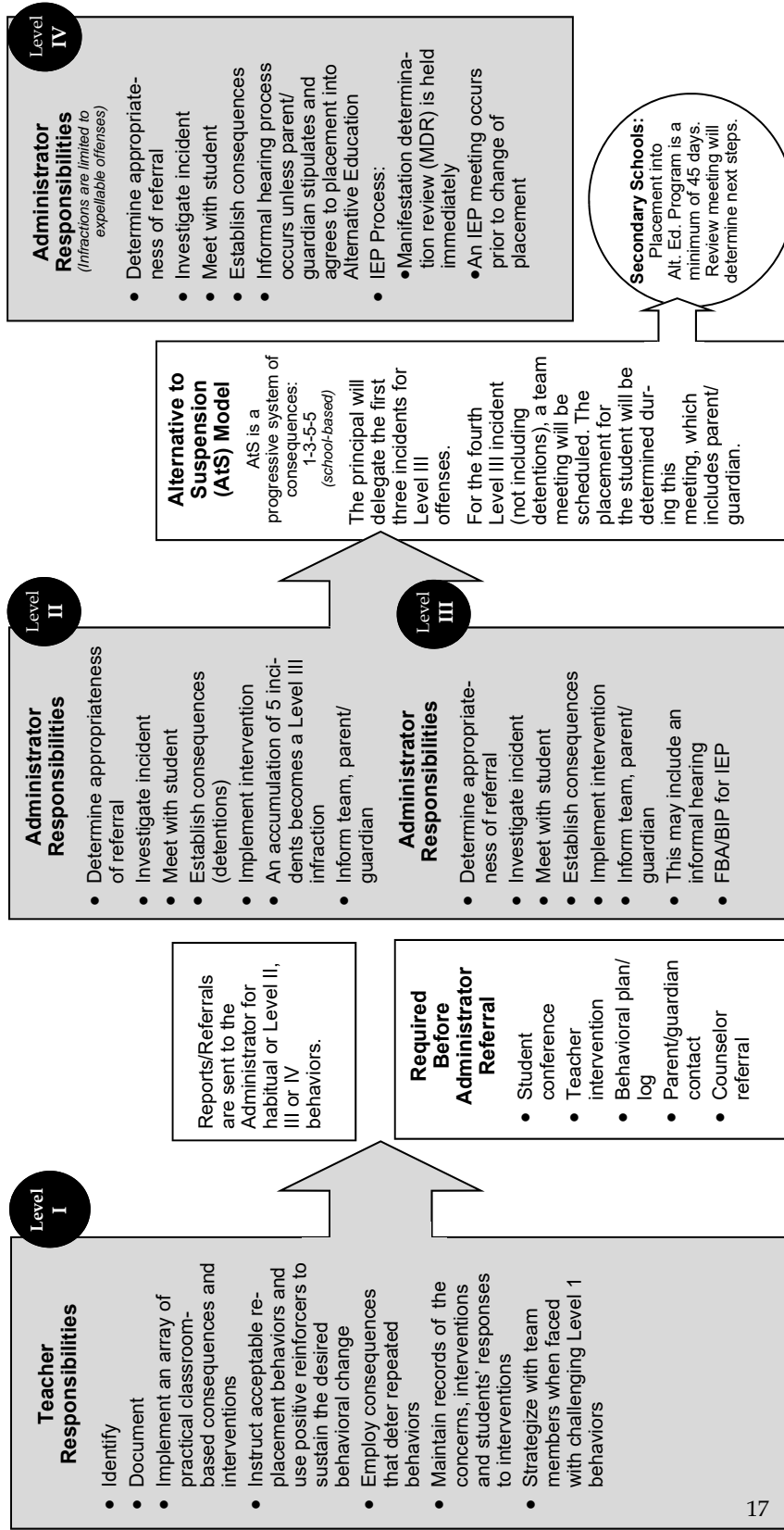
Staff reporting such infractions must complete a referral and submit it to the Building Administrator. Consequences will be assigned depending on age, disciplinary history and infraction. Consequences assigned by an administrator will be documented.

►► PARENTS/GUARDIANS

- Speak directly with the administrator/teacher disciplining your child.
- If you still have questions, please make an appointment to speak with the principal.
- If still unsatisfied after speaking to the principal, parents should call 484-765-4073.

Comprehensive Suspension Program (CSP)

A systematic continuum of support... Fundamental components of resiliency include a classroom design that offers **CLEAR and CONSISTENT BOUNDARIES**. Age-appropriate expectations are displayed and taught, in the classroom norms are established, policies are consistently implemented, and procedures are followed. The teacher **TEACHES "LIFE SKILLS"** within the context of the classroom, establishes cooperation from students by utilizing healthy conflict resolution strategies, problem-solving and decision-making skills. Life skills are taught directly and reinforced proactively to ensure a healthy climate for learning. In the event that challenging behaviors occur, the staff will utilize the CSP model as a consequence/intervention system.



School Uniform Guidelines

ASD School Uniforms Guidelines

The following dress and grooming guidelines shall apply to all students. The guide is for administrative reference to determine consistency in the implementation and enforcement of ASD Uniform Policy 221.1.

Bottom Styles and Colors

Style: Dress or Casual Docker-style full length pants; Dress or Casual Docker-style shorts; Dress or Casual Capri-style pants; and Dress or Casual Skirt/Skort/Jumper

Color: **ES:** Navy; **MS/HS:** Khaki or Black

Bottom Guidelines

- Bottoms must be in solid color.
- Must be appropriately sized for the student: that is, they are to be no more than one (1) regular size larger than the student actually measures. **It also means that bottoms are not to be tight, skinny pants or jeans.** Extra wide, extra full, extra-long, baggy or sagging bottoms, as well as tight and/or undersized bottoms, are not permitted.
- Pleated or plain front bottoms are acceptable.
- A maximum of two (2) front and two (2) rear pockets are permitted.
- Bottoms must be **worn at the natural waist** and fit comfortably.
- Dress or casual Docker-style pant length must meet top of shoe, but must not touch the floor.
- Shorts/Skirts/Skort/Jumper length must reach top of knee cap and the garment must be hemmed.
- All bottoms must be free of pockets that extend or are situated below the hip area.
- Full-length leggings/tights may be worn under skirts/jumpers and must be in accordance with acceptable solid-color palette at each level. (Section E: Layering).
- Bottoms should not be tight around the calf and ankle area.
- Garments must be hemmed and are to be free of holes, slits, frays, studs, rivets or sewn-on loops and ties.
- Carpenter or cargo pants/shorts are not permitted.
- Sweats, jean/denim and pajama-type bottoms are not permitted. Undergarments must not be visible.
- Bottoms may include a small logo or brand on the belt area or near the back pocket.
- Belt: Belts are optional for students in grades K-5.
- If bottom contains belt loops then a belt must be worn. The belt must be worn at the natural waistline and be solid-color (Black, Brown, or Tan). Belt buckles must be a plain, standard belt buckle that is 2 x 3 inches in size or smaller. Belts must be of an appropriate length for waist and have no logos, emblems, insignias, monograms, studs, or other adornment(s) deemed to be unsafe and/or potentially disruptive.

Top Styles and Colors

Style: Traditional polo-style (short or long-sleeve) with collar buttoned to the base of the neck

Color: **ES:** Navy Blue, Light Blue or White; **MS:** White, Tan or Maroon; **DHS:** Navy Blue or Gray; **WAHS:** Yellow/Gold or Royal Blue; and **B21HS:** Black or Light Lime Green

Top Guidelines

- Must be appropriately sized for the student; that is, no more than one (1) regular size larger than the student actually measures. This also means that tops are not to be tight. Long/Baggy or midriff-baring tops are not permitted. Tops that are too short or too long are not permitted. Tops must be long enough to ensure the midriff area is covered at all times and shall not extend past the middle of the rear pocket or where such pockets would be if none existed. Dress code compliant tops that are too long, but otherwise appropriately fit, must be **tucked in**. Logos, print, stripes, or patterns are not permitted.
- All shirts must have a collar.
- Polo-style shirt must be solid-color and follow color palette listed above for each grade level or school.
- Oxford shirts or button-down blouses are not permitted.
- Short, long, or three-quarter length sleeves are permitted: sleeves must completely cover shoulders.
- Buttons: Shirt must be buttoned at least to the base of the neck so as to not be deemed excessively revealing. This means that students must be covered to the base of the neck, even if the top button of a shirt does not reach that point. Buttons must be within the acceptable color selections for shirts.
- Tops must be free of frays, slits, logos, designs, emblems, insignias, monograms, holes, rivets and/or studs.

Layering Items

- Items must be solid-color and must align with color palette at each level. (*See Optional Apparel Under polo shirt below and Over polo shirt on page 20.*)
- Full-length leggings/tights can be worn under skirts or jumpers. Even if leggings are worn, skirts/jumpers must still be the appropriate dress code compliant length.
- Solid-Color Long-sleeve T-shirts, turtlenecks, mock turtlenecks may be worn under a dress code compliant shirt. (*Long-sleeve T-shirt cannot be worn under jumper unless layered under a dress code compliant polo-style shirt*)

Optional Apparel to be worn UNDER polo shirt

Style: Long-sleeve T-shirts; long-sleeve turtleneck/mock turtleneck

Color: **ES:** Navy Blue, Light Blue, White, or Black; **MS:** White, Maroon, Black, or Tan; **DHS:** Navy Blue, Gray, White, or Tan; **WAHS:** Yellow/Gold, Royal Blue, White, or Tan; and **B21HS:** Black, Gray, or White

School Uniform Guidelines

Optional Apparel to be worn OVER polo shirt

Style: Long-sleeve button sweater (Non-hooded and NO zippers)

Color: **ES:** Navy Blue, Light Blue, Black, Gray, or White; **MS:** Maroon, Black, Gray, White, or Tan; **DHS:** Navy Blue, Gray, White, Black, or Tan; **WAHS:** Yellow/Gold, Royal Blue, White, Black, Gray or Tan; and **B21HS:** Black, Gray, Navy Blue, or White

Optional Apparel Guidelines

- All optional apparel garments must be non-hooded.
- Plain undershirts, T-shirts, turtlenecks, mock turtlenecks, and thermals of an appropriate size and color, may be worn underneath the standard dress top.
- Solid-color sweaters may be worn over a collared dress-code compliant shirt. All items must be without hoods.
- Sweater options: cardigan-style, V-neck, sweater vest, without zipper, button-up or pull-over.
- Thermal garments are permitted as layering option. (See: *Under polo Color Options, page 19.*)
- All forms of optional apparel must be free of logos, designs, emblems, insignias, and/or monograms.
- Students enrolled in LCTI or CAP may wear their designated uniform and footwear required by program. On days in which a designated uniform is not required, students must wear ASD uniform. (Student ID's must be worn at all times for Middle and High School Students).
- ROTC students may wear uniform on required days. Students must wear ASD required uniform on days in which a designated uniform is not required by ROTC.
- Students involved in sports/band programs may wear uniform or parts of uniform during school day. However, guidelines for use of sports/band uniforms during school day will be reviewed by building administrator(s) and communicated to students through their coaches/program directors.
- School spirit days will be at the discretion of building administrator(s). Keep in mind:
 - Variations in uniforms should be limited to one or two garments. i.e., School T-shirts, or crazy sock days.
 - School-wide events such as Field Days may allow for more options at the discretion of the building administrator(s).

Footwear

Style: *Dress Shoes, Boots, Sneakers*

Dress shoes are permitted in any color. Footwear must be tied. The heel of the shoe should be no taller than 2 inches. The width of the heel should be at least 1 inch.

Sneakers can be any color.

Boots must be solid-color Black, Brown, Yellow or Tan. Regular pants must meet the top of a boot, but not touch the floor. Boots must be below the knee and students are not permitted to wear shorts with boots. The heel of the boot should be no taller than 2 inches. The width of heel should be at least 1 inch.

- Steel-toed footwear may be worn only when specified by course requirement. (LCTI)
- Footwear cannot have a pattern, picture, drawing, diagram, or decorative item(s).

Hosiery and Socks

Style: Full-length hosiery or tights may be worn by females and must be of approved solid-color. Such items must be worn under dress code compliant skirts or jumpers.

Color: **ES:** Navy Blue, Black, White or Skin-tone; **MS:** White, Maroon, Black, or Skin-tone
DHS: Gray, Navy Blue, Black, or Skin-tone; **WAHS:** White, Royal Blue, Black, or Skin-tone; and
B21HS: Black, Gray, White, Brown or Skin-Tone

Style: Socks must be solid-color

Color: **ES:** Navy Blue, Light Blue, Black, White, Gray, or Skin-tone; **MS:** White, Maroon, Black, or Brown; **DHS:** Gray, Navy Blue, Black, White or Brown; **WAHS:** Black, White, Royal Blue, Yellow/Gold, or Brown; and **B21HS:** Black, Gray, White, Brown or Skin-Tone

Physical Education Class Attire

- In instances where a student is required to change to participate in physical education class (Middle/High School), student must wear required physical education clothing required by school. All garments worn for PE must be neither revealing nor suggestive and must be free of offensive and/or inappropriate logos, iron-ons, emblems, pictures, decorations, and/or words.
- There are no special requirements for dress for elementary PE classes other than appropriate shoes (sneakers). Girls should have shorts, tights or leggings underneath their jumpers/skirts.
- Clothing worn for PE class must be hemmed and are to be free of holes, slits, frays, studs, rivets, sewn-on loops, and ties (unless tie is used to secure bottoms at the waist).
- Student(s) may bring sneakers from home to wear during PE classes. These shoes do not have to follow dress code requirements as long as they are worn during the PE class only.

Accessories — General Guidelines

- All clothing must be free of logos, designs, emblems, symbols, insignias, advertisements, and/or monograms.
- All garments must be appropriately sized.
- Jewelry: We recognize that students may wish to wear jewelry and other adornments.
- However, certain types of jewelry and adornments and the manner in which they are worn may not be appropriate under certain circumstances and may pose a danger to the student or others and/or interrupt the educational process. There shall be no chains worn, other than those designed as jewelry (no necklaces in excess of 18"). Chains should not be visible and should be tucked in shirt. No heavy/thick gauge chains, dog collars, and wallet chains are permitted. Earrings of moderate size, in addition to small stud facial/body piercings, are permitted. Band-Aids/Bandages shall not be used to cover body piercing unless directed to do so by school staff. In the case of the day-to day school environment, the administration and/or teaching staff shall require that students remove any jewelry and other adornments which might reasonably be considered as posing a danger to, threat to, or interruption of the educational process.
- ID Badge and Lanyards are to be worn by all Middle and High School students.
- School Administrator(s) will determine the procedures for students obtaining school ID's and replacement of lost/stolen ID's.

School Uniform Guidelines

- Clothing, hats, hair ornaments or implements, jewelry or any other materials which are considered to indicate gang affiliation are prohibited. All permitted hair accessories must be in dress code compliant colors.
- Head gear shall not be worn in the building. This includes, but is not limited to, caps, hats, scarves, ear muffs, bandannas, hair nets (unless required as part of an approved vocational program), head bands, or do-rags. Hair bands of approved colors are permitted.
- Sunglasses are not permitted in school buildings unless required by a physician.
- Non-prescribed glasses and unnaturally colored contact lenses are not permitted.
- Accessories deemed to be distracting, disruptive, or offensive in nature are prohibited.
- Fanny packs are not permitted.
- Clothing and accessories which are deemed contrary to the mission of the school; and/or advertise or promote the use of tobacco, alcohol, or drugs; and/or which are offensive or obscene; or which are sexually suggestive; and/or which promote statements which are derogatory to any racial, ethnic, or religious group; and/or which contain double meanings, advocate violent acts, or are gang-related are prohibited.
- Students are to remove their outerwear and head covering/bands/apparel once they enter the building and place such items in their lockers (or designated area) for the remainder of the day. Students are not allowed to carry or wear these items during the school day. Hair grooming implements are not to be worn as an accessory.
- Standard apparel may not be embellished or altered in any fashion.
- The use of exposed body areas for purpose of advertisement or solicitation is prohibited.

Transfer Students

Upon enrolling in the school district, new students should immediately receive uniform guidelines. If parent(s) or guardian(s) indicate a financial hardship in compliance with uniform guidelines they should be given an application for financial assistance. Schools should make every effort to support family, including utilizing items in uniform bank.

Exemptions/Accommodations

Religious/Medical/Special Needs Exemptions: If the parent(s)/guardian(s) of a student has what they consider a bona fide religious belief or medical or special needs situation which precludes strict adherence to this policy, the student's parents(s)/guardian(s) may fill out the appropriate waiver form and submit all other documentation reasonably requested by the administration to establish their exemption. Forms are available in each school's main office.

- Parent(s)/guardian(s) requesting an exemption from the guidelines will be required to meet with the school administration and/or designee to discuss the guidelines and the nature of the circumstance necessitating a waiver.
- Following the meeting, the building administrator and/or designee shall render a written decision, approving or denying the requested waiver. Any exemption from the guidelines granted by the building administrator and/or designee shall be limited to the minimum variance from the guidelines necessary in light of the specific, bona fide religious, medical, or special needs situation, which precludes strict compliance. The exemption as allowed will be clearly stated.

School Uniform Guidelines and Non-Compliance Consequences

- Paperwork regarding the request for exemption shall be noted in the Student Information System (Sapphire-Notes) and placed in the student's permanent folder. Documentation for special needs students shall be placed on the students IEP or 504 Plan. Medical exemptions can be documented and kept in the child's health record and/or 504 Plan.

Religious exemptions: Examples of these can be the use of religious headwear such as a hijab (women) or Kufi and/or Turbin (men). Recommendations for administrators would be to allow such headwear as long as colors match the color palate of the school uniform policy at each level. If specific colors/patterns are requested to be worn by the student then documentation must be required that explains the request.

Students with Special Needs: Examples of accommodations could be the use of alternative materials based on sensory needs or use of elastic waist pants for toileting needs. These accommodations should be allowed and documented in the students' IEP. Every effort should be made to have students follow the color requirements at each level, regardless of accommodations.

Consequences for Non-Compliance of Uniform Policy

The Allentown School District and its staff recognize that there may be circumstances that occur when students are not in compliance with the uniform policy. The following is a guide for non-compliance of such infractions, however the building administration and/or designee should make every effort to investigate, support, and communicate with families to resolve issues related to non-compliance of uniform procedures before administering any documented disciplinary infraction.

Upon the first and second infraction:

- Student may be removed from classroom until a change of dress can occur
- Parent/Guardian contacted
- Warning given
- If parent/guardian cannot provide uniform, student may receive uniform for temporary use

Upon the third and subsequent infractions:

- Student removed from classroom until a change of dress can occur
- Parent/guardian contacted
- Referral may be made to Student Assistance Program (SAP)
- Student may be assigned administrative detention(s)
- Students repeated violations of uniform policy will be considered guilty of defiance (Level II infraction)

Grading Guidelines & ASD Policy Summaries

Middle School and High School Grading Guidelines

The Allentown School District is committed to providing a high quality, standards-aligned, rigorous, and well-rounded education to the students of Allentown. The grading process should be equitable across schools and content areas. Grades should enhance learning and represent knowledge and skills in that content area.

We believe:

- Students should have multiple opportunities to demonstrate knowledge and skills.
- Students and parents/guardians should have a clear understanding of how grades will be earned.
- Students should have multiple assessments prior to the final product in a class or course.
- Students should receive meaningful feedback in a timely manner.

Homework/Late Work Guidelines

Homework

Homework is an important component of academic success used to practice, maintain and develop skills. It may be used as a follow-up to a lesson, as a skills reinforcement, and/or as independent practice to maintain mastery of skills. The amount, frequency and purpose of homework will differ by content area and course.

Late Work Policy

If a student is absent, it is the student's responsibility to find out what has been missed. Late work will be accepted with penalties.

Student Information System

The District utilizes a student information system known as K-12 Sapphire. Please go to your school's website, click on the "Parents" tab, then click on "Parent Portal" to access and/or register you and your child. See your principal for more information.

Allentown School District Policy Summaries

The following pages offer summaries that refer to the numerically indicated Allentown School District policies related to school matters. All of the school policies can be found at the Allentown School District's website www.allentownsd.org and/or hard copies can be found at each of our school buildings. For the complete policy, use the policy number to locate the policy on ASD's website. The summaries are in alphabetical order and are intended as general information only.

Acceptable Use of the Computers, Network, Internet, Electronic Communications and Information System (CIS)

This policy describes how students and staff members may access the District's networks and defines unacceptable Internet practices, allowing for the District to track and/or monitor network traffic and to provide, restrict or revoke access privileges if usage is deemed unacceptable.

Users are prohibited from using school district CIS systems to:

1. Communicate about non-work or non-school-related communications unless the employees' use comports with this policy's definition of incidental personal use.
2. Send, receive, view, download, access or transmit material that is harmful to minors, indecent, obscene, pornographic, child pornographic, terroristic, or advocates the destruction of property.
3. **Send, receive, view, download, access or transmit inappropriate matter and material likely to be offensive or objectionable to recipients including, but not limited to,** that which may be defamatory; inaccurate; obscene, sexually explicit; lewd, hateful, harassing, discriminatory as it pertains to race, color, religion, national origin, gender, marital status, age, sexual orientation, political beliefs, receipt of financial aid, or disability; violent, vulgar, rude; inflammatory; threatening; profane; pornographic; offensive; terroristic and/or illegal.
4. **Cyberbully another individual.**
5. Access or transmit gambling pools for money, including but not limited to, basketball and football, or any other betting or games of chance.
6. Participate in discussion or news groups that cover inappropriate and/or objectionable topics or materials, including those that conform to the definition of inappropriate matter in this policy.
7. **Send terroristic threats, hateful mail, harassing communications,** discriminatory remarks, and offensive, profane, or inflammatory communications.
8. **Participate in unauthorized Internet Chats, instant messaging communications and Internet voice communications (online; real-time conversations) that are not for school-related purposes or required for employees to perform their job duties.**
9. Facilitate any illegal activity.
10. Communicate through e-mail for non-educational purposes or activities, unless it is for an incidental personal use as defined in this policy. The use of e-mail to mass mail non-educational or non-work-related information is expressly prohibited. For example, the use of the everyone distribution list, building level distribution lists, or other e-mail distribution lists to offer personal items for sale is prohibited.
11. Engage in commercial, for-profit, or any business purposes, except where such activities are otherwise permitted or authorized under applicable district policies; conduct unauthorized fundraising or advertising on behalf of the District and non-school organizations; resell district computer resources to individuals or organizations; or use the District's name in any unauthorized manner that would reflect negatively on the school district, its employees, or students. Commercial purpose is defined as offering or providing goods or services or purchasing goods or services for personal use.
12. Political lobbying.
13. **Install, distribute, reproduce or use copyrighted software on district computers, or copy district software to unauthorized computer systems, intentionally infringing upon the intellectual property rights of others or violating a copyright, as described in this policy.**
14. Install computer hardware, peripheral devices, network hardware or system hardware. The authority to install hardware or devices on district computers is restricted to the Superintendent or the designated official.

Allentown School District Policy Summaries

15. Encrypt messages using encryption software that is not authorized by the District from any access point on district equipment or district property. Employees and students must use district-approved encryption to protect the confidentiality of sensitive or critical information in the District's approved manner.
16. Access, interfere, possess, or distribute confidential or private information without permission of the District's administration. An example includes accessing other students' accounts to obtain their grades.
17. Violate the privacy or security of electronic information.
18. Use the systems to send any district information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the District's business, or educational interest.
19. Send unsolicited commercial electronic mail messages, also known as spam.
20. Post personal or professional web pages without administrative approval.
21. Post anonymous messages.

Refer to Policy #815

Attendance (Under Revision)

This policy outlines how all students enrolled in the Allentown School District must attend school on a regular basis during the days and hours that school is in session, unless excused, and the consequences for failing to do so.

- **Absence** means a student's non-attendance on any school day or one-half school day.
- **Tardiness** means an unapproved absence for less than one-half school day. Periods of tardiness may be considered as cumulative and may be translated into equivalent days of absence. The equivalent days of absence may lead to consequences for the student/family.
- **Habitually truant** means absence for more than three school days or equivalent following the first notice of truancy.

A student may be excused for temporary absences such as mental, physical, medical or dental appointments, court appearances, family emergencies and other urgent reasons. "Urgent Reasons" will be strictly interpreted and shall not permit irregular attendance of students.

A parent/guardian must notify the school by telephone, by 3:00 p.m. on the date the student is absent. Within three (3) days of the student's return to school, the parent/guardian **must** provide to the building principal or designated official written evidence or proof of the reason for absence in order for the absence to be excused. Absences shall be treated as unlawful or unexcused until written notice/evidence explaining the absence is received by the District. An excuse form is not automatically approved.

See Policy #204 for the procedures to be followed for absences due to a student's observance of a religious holiday and religious instruction.

A student will be excused for participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group if requested in writing prior to the event.

See Policy #204 for Temporary Absence Permits to be used for approved family trips.

Students will be excused from attending schools in the ASD under the following circumstances:

1. Students enrolled on a full-time basis in non-public or private schools.
2. Students at least age fifteen (15) whose enrollment in private trade or business schools has been approved.
3. Students at least age fourteen (14) who have completed sixth grade, are engaged in farm work or private domestic service under duly issued permits.
4. Students at least age sixteen (16) who are regularly employed during the school session and hold a lawfully issued employment certificate.
5. Students receiving tutorial instruction in a field not offered in the District's curriculum from a qualified tutor approved by the Superintendent.
6. Homebound children unable to attend school on the recommendation of the school physician, school psychologist or a psychiatrist and approval of the Pennsylvania Secretary of Education.

If a student has three (3) unexcused absences, the District will serve a truancy notice of these absences upon the parents/guardians. If a student receives any more unexcused absences after receiving the truancy notice, a citation for violation of the compulsory school attendance laws will be filed with the District Justice. If convicted, parent/guardian and/or student may be sentenced to pay a fine and/or court costs, be mandated to perform community service, or be sentenced to complete a parenting education program. Failure to comply with any truancy sentence may result in incarceration.

A student under age thirteen (13) who fails to comply with the compulsory attendance laws shall be referred for community services (i.e. Lehigh County Office of Children and Youth Services) or possible disposition as a dependent child.

Refer to Policy #204

If you are having attendance issues with your child, please contact your school. Contact information is on page 7 of this booklet.

Bullying/Cyberbullying

This policy explains why a safe school environment free from bullying is necessary for students to learn and achieve high academic standards. **For the purpose of this policy, bullying is an intentional electronic, written, verbal or physical act, or series of acts (a) directed at another student or students, (b) which occurs in a school setting, (c) that is severe, persistent or pervasive, and (d) that has the effect of doing any of the following:**

- 1. Substantially interfering with a student's education;**
- 2. Creating a threatening environment; or**
- 3. Substantially disrupting the orderly operation of the school.**

For example, bullying could be cyberbullying and/or a form of harassment in which the behavior is intended, or perceived to intend, to harm or cause distress to another. It may include, but is not limited to, actions such as verbal taunts, physical aggression, extortion of money or possessions, exclusion from peer groups within school, name-calling and derogatory comments, including any discriminatory statements prohibited by and consistent with the school district's non-discrimination and harassment policies.

Refer to Policy #249.

Allentown School District Policy Summaries

Electronic Devices

This policy informs students as to when and where they can or cannot possess electronic devices [i.e. cellular phones, laptop computers, MP3 players, personal digital assistants (PDAs), telephone pagers/beepers, etc.]. **Policy #237** revised on February 24, 2011. The Board prohibits use of personal communication devices by students during the school day in district buildings and while students are attending school-sponsored activities during regular school hours. *SC 510*. Non-school-owned laser pointers or attachments are also prohibited. The District shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student. Unauthorized electronic devices shall be confiscated and the student's parent/guardian shall be notified. If the device is suspected of being stolen, it shall be turned over to the police. Disciplinary consequences shall be in accordance with the District's policies and administrative regulations concerning student discipline.

Refer to Policy #218, Student Discipline, or Policy #233, Suspension and Expulsion.

Gang Policy

This policy defines the District's regulations and authority to regulate and limit gang activity.

The following guidelines are deemed closely related to gang activity and are prohibited:

1. Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign tattoos or manner of grooming, or other thing which indicates or implies membership in, or affiliation with any gang.
2. Performing or commissioning any act or use of speech, verbal or nonverbal (gestures, hand-shakes, etc.) which indicates or implies membership in or affiliation with any gang.
3. Use of any speech, or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay for protection or otherwise intimidating or threatening, hazing or harassing any person;
 - c. committing any illegal act or violation of school district policies;
 - d. inciting another person to act with physical violence upon any other person or cause damage to property; or
 - e. painting, writing or otherwise inscribing gang-related graffiti, messages, insignias or signs on school property.

Refer to Policy #218.3.

Hazing

This policy includes complaint procedures to be followed if a student believes he/she has been hazed. Hazing is defined as any activity that recklessly or intentionally endangers the mental health, physical health or safety of a student or causes willful distribution or removal of public or private property during an initiation period. All hazing activities are prohibited, whether by student, coach, sponsor, volunteer, or ASD employee.

Refer to Policy #247.

School Uniforms

All students are required to wear approved school uniforms. This policy has been established to foster an equitable learning environment for all students and to promote a positive image of students among the student, school and local communities. School uniforms are intended to decrease distractions caused by competition or rivalry in attire, as well as increase safety by making students readily identifiable as District students.

Refer to Policy #221.1.

(NOTE: The School Uniform Guidelines that all students must follow appear on pages 18-23.)

School Visitors

This policy describes the guidelines for visiting ASD's schools, for securing student and staff safety and for maintaining an uninterrupted learning environment.

Parents/guardians are encouraged to visit schools. To make your visit more productive, please:

- Schedule your visit in advance by calling the school office.
- Make an appointment through the office if you desire a conference with a teacher.
- Classes cannot be interrupted for this purpose.
- Report to the office upon arrival at school.
- **Bring and show photo identification upon arrival.**

Refer to Policy #907.

Sexual Harassment

ASD shall take reasonable and appropriate action to prevent, address, and eliminate sexual harassment in the education program and activities in every school, school sponsored activity, and on school property or on buses. This effort shall include monitoring and supervision to prevent, detect, and correct instances of sexual harassment; eliminating any hostile environment; conducting investigations of complaints, formal or informal, of sexual harassment; protecting victims of sexual harassment; instituting remedial measures; and educating ASD personnel, students, parents, and guardians about sexual harassment and this policy.

Sexual harassment, a form of sex-based harassment, is defined to include sexual harassment, sexual abuse, sexual assault, sexual violence, sexual deviancy, sexually inappropriate contact, and inappropriate touching, and, as such, shall include unwelcome verbal, visual, or physical conduct of a sexual nature. Examples of sexual harassment that would violate this policy include, but are not limited to, the following:

- a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- d. Touching oneself sexually or talking about one's sexual activity in front of others;
- e. Spreading rumors about or rating other students as to sexual activity or performance;

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- f. Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact;
- g. Other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats or implied or overt promises of preferential treatment

Each ASD school building shall have a School Equity Coordinator or SEC, who is the Principal. The District Equity Coordinator (DEC) is responsible for administering and ensuring ASD's compliance with Title IX, and has supervisory authority over all School Equity Coordinators (SECs). Questions about the applicability of Title IX to any ASD program or activity may be directed to the ASD District Equity Coordinator (DEC), located in the Allentown School District offices at 31 S. Penn Street, Allentown, PA 18105.

Refer to Policy #248 for policy language and incident reporting procedures. Actual policy language supersedes this description. Paper versions of the policy, including incident report forms, are available at each school's main office. A copy of the Incident Report Form can be found on page 34 of this booklet.

Student Discipline

This policy outlines the conduct and behavior students are expected to meet every day, to and from school, while attending school and participating in school-related activities on any school property, including buses and other transportation means.

Refer to Policy #218 and the Student Handbook Classifications for level of infractions.

Student Expression


This policy establishes that students have the right to express themselves and distribute materials unless it interferes with the educational process, threatens immediate harm to the welfare of the school community, encourages unlawful activity, or interferes with another individual's rights.

See Policy #220.

Student Records

This section lets parents/guardians and students know of their rights to inspect the records of their child(ren) or themselves and to give consent for disclosure of these records. It also explains the conditions when parent/guardian or student consent is not required for disclosure of information. The parent has the right to write in to administration and request their child(ren) opt out of sharing their child(ren)'s directory information.

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students eighteen (18) years of age or older ("eligible students") certain rights with respect to student education records.



Parents/guardians and eligible students have the right to inspect and review the school records of their child(ren) or themselves. A request to do so shall be submitted in writing to the building principal, who will comply within 45 days of receiving the request. The principal will make arrangements for access and will notify the parent/guardian or eligible student of the time and place where the records may be inspected.

Upon inspection and review, a parent/guardian or eligible student may request an amendment to the record by identifying in writing the portion of the record believed to be inaccurate or misleading and the reasons, and submitting this to the building principal. If the school decides not to amend the record, the parent/guardian has the right to a hearing.

Prior consent by the parent/guardian or eligible student is required to disclose records. Prior consent is not required to disclose information under the following conditions:

1. To school officials, including teachers who have legitimate educational interests, and clerical personnel responsible for records management
2. To schools in which a student seeks or intends to enroll
3. To Federal, State and local authorities involving an audit or evaluation of compliance with education programs
4. In connection with financial aid for which the student has applied or which the student has received
5. To organizations conducting studies for or on behalf of educational institutions
6. To parents of a dependent student or to an eligible student
7. To comply with a judicial order or subpoena
8. In a health or safety emergency
9. To disclose directory information, which may include, name, grade, school of attendance, extra-curricular involvement, and honor roll or award attainment, unless written notification restricting such disclosure is given to the building principal prior to the start of each school year
10. To state or local officials in connection with serving the student under the juvenile justice system

A noncustodial parent is afforded the same rights as a custodial parent, provided there is not a court order, state statute or legally binding document that specifically revokes these rights and which has been provided to the school.

A fee will be imposed for providing a photocopy of the records to the parent/guardian or eligible student.

Complaints regarding violation of rights accorded parent(s)/guardian(s) and eligible students with respect to student records shall be submitted to Superintendent, Allentown School District, 31 South Penn Street, P.O. Box 328, Allentown, PA 18105, in writing. All complaints will be investigated and responded to in writing within a reasonable period of time. If complaints cannot be satisfactorily resolved by the District, complaints that FERPA has not been followed can be filed with the following: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

Refer to Policy #216.

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Student Searches

This policy establishes the Board's need and right to be able to search students, their personal belongings, lockers and vehicles in order to provide a safe learning environment when necessary.

Refer to Policy #226.

Substance Abuse

This policy prevents and prohibits the unauthorized possession, use, distribution and/or sale of any unauthorized/illegal substances, including those illegal to minors.

Refer to Policy #227.

Suspension/Expulsion

This policy explains actions to be taken when a student is suspended or expelled from class/school. It describes the due process to be observed in regard to informal and formal hearings.

Alternative to Suspension*

Alternative to suspension is a consequence based on school violations whereby students are supervised for a period of time in a structured setting. Students work on classroom assignments, homework help, or social-emotional learning practices as specified by classroom teachers or as defined by their IEP (Individual Educational Program). Students must be informed of the reasons for the suspension and given an opportunity to respond. Suspensions should not exceed ten (10) consecutive days. Parents are to be notified of the reasons for suspension and the length of the alternative to suspension. A Principal or designee may suspend students.

With a five (5)-day of alternative to suspension, the parent/guardian will be offered an informal meeting with the administrator.

Out-of-School Suspension*

Out-of-school suspension is a process by which students are excluded from the learning environment for a specific period of time. Suspensions are legal excused absences, which permit students to make up missed school work. Suspensions cannot exceed ten (10) consecutive days and must have School Board approval. Parents are to be notified of the reasons for suspension and the length of suspension. A Principal or designee may suspend students. Special Education guidelines must also be followed.

** After three (3) days of out-of-school suspension, the parent/guardian is offered an informal meeting with the administrator.*

Expulsion

Exclusion from school by the Board for a period exceeding ten (10) school days and may be permanent exclusion from the school rolls.

Refer to Policy #233.

Tobacco and Vapor Products

This policy prohibits the use or possession of tobacco and vapor products defined as a lighted or unlighted cigarette, cigar, pipe, other lighted smoking product, and smokeless tobacco in any form, as well as atomizer or other device that vaporizes a flavored solution that may or may not be nicotine such as electronic cigarettes or e-cigarettes, personal vaporizers and electronic nicotine delivery systems.

Refer to Policy #223.

Video/Audio Surveillance

The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing violation of bus rules, school rules, regulations, district policies and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Refer to Policy #810.2

Volunteer

This policy defines volunteer categories within our schools and the requirements for each. There are three volunteer categories:

1. Visitor Volunteers—who will not have extended close physical contact with students and will not be alone with students.
2. Assistive Volunteers—who will have extended close physical or one-on-one contact with students, but will never be alone with or responsible for students.
3. Independent Volunteers—who may be alone with or responsible for a student or small group of students.

Each volunteer category has different requirements and clearance approvals. Interested volunteers must meet all requirements and clearances prior to volunteering.

Refer to Policy #916.

Weapons

This policy prohibits the possession of weapons, facsimiles and/or look-alikes on school premises, at school-sponsored events or when traveling to and from school, with the exception of those belonging to law enforcement personnel and those approved by the school as part of a program. Additionally, the public may be subject to inspection of parcels or entry through metal detection devices at public events as determined by the Superintendent in consultation with the Board. Refer to the policies for a definition of a weapon and consequences for violations.

Refer to Policy #218.1 and Policy #709.1.

Sexual Harassment Form



31 South Penn Street • PO Box 328 • Allentown, PA 18105
Administration Center • 484-765-4000 • FAX: 484-765-4140

Sexual Harassment Report Form

1. Name: _____
2. School/Building: _____
3. Describe the conduct you found objectionable, including what force, if any, was used; verbal statements (threats, request, demands, etc.); what if any physical contact was involved (additional sheets may be attached):

4. Name of the person(s) alleged to be engaged in harassment: _____

5. If the alleged sexual harassment was directed against another person, identify the other person:

6. Date of incident described in #3: _____
7. Approximate time of incident in #3: _____
8. Location of incident in #3: _____
9. Names of witnesses to incident in #3: _____

10. Briefly describe the actions you would like to be taken by the School District in response to the matter you have identified: _____
11. Date this complaint submitted: _____

Complainant's Signature

To Complainants: Please return this form to your School Equity Coordinator (Principal), District Equity Coordinator (Lucretia Brown), or the Superintendent or Superintendent's Designee.

To Principals and Others to Whom this Completed Form is Submitted: This completed form **MUST BE** transmitted to the District Equity Coordinator (Lucretia Brown) within one (1) business day of the date of submission.

